

# Host a Silent Auction

## Plan

- Where are you going to hold your silent auction?
  - This could be at an event or online.
- Contact local businesses to donate prizes.
  - How many prizes are enough? More is not always better – it depends on the numbers at your event and whether you are running a raffle at all – lots of bids on a few items rather than one bid on many items will be more profitable.
  - Check out our guide on how to get donations and sponsors for some guidance.

## What's the next step?

Once you have decided you want to host a silent auction, [register your fundraising](#). Our team will get in contact with you to provide a document that allows you to fundraise on behalf of Variety - The Children's Charity of Queensland. We can support you by:

- Proofing flyers or provide you with a template.
- Suppling you with signage - most will need to be collected and returned to the Variety office.
- We can supply you with certificates of appreciation to send to all businesses who have donated prizes.

## On the Day

1. Items are laid out on display with a bid sheet in front of each item.
2. A designated start and finish time is set for the Silent Auction.
3. Bids are written down, including the person's name, contact details and their bid.
4. Competing bids should be in at least \$1 increments (this can be set higher if appropriate).
5. The person with the last bid written on the sheet at the time of closing the Silent Auction is the winner and is charged the amount they bid.
6. It is ALWAYS easier to get the money off the bidders on at the event, rather than trying to chase them later – you should not give the prize over until you have received your payment.
7. Always send thank you letters and certificates to the organisations and businesses who have provided you with prizes.